

St. John Vianney R.C. School



Job Application Pack

SEND Administrator



Steps to Independence & Education for Life

School SEND Administrator

Required for September 2026

St John Vianney RC School
Rye Bank Rd,
Firswood,
Stretford
M16 0EX
Tel: 0161 881 7843
Headteacher: Mr A Moloney



St John Vianney RC School School SEND Administrator

Full time position; 36.25 hours per week 8.30am-4.30pm

NJC Point Scale 16-19 £30 518- £32 061 (Full time equivalent)

Actual salary (term time only) approximately £25 939 - £27 250

The Governors of this Roman Catholic day school for pupils with autism, learning difficulties and complex needs are seeking to appoint an experienced, pro-active and dedicated SEND Administrator who will join the School team on the next stage of its journey. This is a fantastic opportunity for a suitably experienced Administrator with a proven record of success.

School Mission Statement

At St John Vianney School we celebrate the uniqueness of every child and the God given gifts they bring each day to our learning community.

Inspired by the example of Jesus Christ we are a school where every child and young person is highly valued and encouraged to give of their best.

Building on our Roman Catholic foundations we aim to foster an engaging, nurturing and safe environment, within which our children thrive and achieve their full potential.

Our St John Vianney family is dedicated to fostering independence and educating resilient, lifelong learners, who are empowered to enrich their own lives and those of others.

Closing date for applications is 12:00pm (noon) on Tuesday 7th July 2026

For more information about our school please visit our website:

<https://stjohnvianneyschool.co.uk/our-school/current-vacancies/>

Please send completed applications to Lorna Hamilton via email: L.Hamilton@stjohnvianneyschool.co.uk

St John Vianney School and The Diocese of Salford is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All post holders are subject to enhanced DBS checks and Disqualification Declaration.



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The post holder will report to the SENCo and Assistant SENCo. Apart from other colleagues in the school, the main contacts of the job are the Headteacher, SEND team, School Business Manager, teaching and other support staff, pupils and parents.

Job purpose

- To provide a comprehensive and efficient administrative support to the SEND leadership team in School.
- To provide high-quality, efficient administrative support to the SEND department, ensuring all statutory processes are effectively managed and compliant with legal timelines.
- The post holder will play a key role in coordinating Annual Reviews, maintaining accurate SEND records, liaising with parents and external agencies, and supporting the smooth delivery of SEND provision across the school.
- To provide additional specific admin support to the Headteacher and where requested to support the wider Admin team.

Organisation

- To act as a welcoming and informed first point of contact for all SEND-related enquiries, communicating clearly and sensitively with local authorities, pupils, parents/carers, staff, visitors and external agencies, including responding to telephone, email and face-to-face enquiries and directing them appropriately within the SEND team.
- To support the welfare and inclusion of pupils with SEND, including liaising with parents/carers and staff regarding individual needs, supporting communication where required, and ensuring relevant information is shared appropriately to support pupil wellbeing.
- To provide administrative support to the SENDCo and wider staff in the organisation of SEND provision, including arranging meetings, coordinating paperwork, maintaining accurate records, and supporting the administration of SEND processes such as interventions, referrals and reviews.
- To undertake SEND-related administrative tasks as directed, including maintaining SEND systems and documentation (e.g. EHCP records, provision mapping, annual review tracking), supporting compliance with statutory requirements, and assisting with reporting and data management.



Job Description - School SEND Administrator

General Admin Support

- To provide specific (PA) support to the SEND Team
- To provide SEND specific clerical and administrative support, for example; report collation, photocopying, filing, faxing and completing standard forms and returns to Government Bodies, LA's and outside agencies and responding to routine correspondence.
- To maintain and update all administrative and information systems and processes as required, including retrieving and collating information to ensure delivery of a high-level administrative service.
- To produce lists, information and data as required, for example, pupil data and to maintain and collate pupil SEND reports. To utilise SIMs and other financial software, to support the efficient maintenance of School data.
- To assist with School administrative duties relating to examination access arrangements, where appropriate.
- Arrange meetings and events and take notes at meetings to a high standard.
- To collect and distribute incoming SEND mail and upload to SIMs, maintaining accuracy of pupil records.
- To administer School SEND registration procedures in line with statutory requirements.

Specific Admin Support

Coordinate and administer the SEND Annual Review process, including:

- Scheduling meetings in line with statutory deadlines
- Preparing and distributing paperwork
- Collating professional reports and advice
- Recording and distributing review documentation
- Monitoring and tracking statutory timelines for EHCPs and SEND processes, ensuring full compliance with Local Authority and legal requirements
- Maintaining accurate and up-to-date SEND records, including EHCP documentation, provision maps, and pupil files
- Supporting the SEND Team with administrative processes relating to new consults, assessments, and referrals.

Resources

- To operate relevant equipment and ICT and School based software packages (for example word, excel, publisher, databases, email, internet, Xero).
- To maintain records of supplies and stock; cataloguing, distributing and ordering stock and equipment as required.
- To provide general admin advice and guidance to staff, pupils and others.



Job Description - School SEND Administrator

Responsibilities

- Use initiative in time management to organise own workload in order to meet deadlines.
- To provide cover for other administrative colleagues when required.
- To be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person as soon as they arise.
- To be aware of and support difference and to ensure equal opportunities for all.
- To contribute to the overall ethos, work and aims of the School, upholding its distinct catholic ethos.
- To attend and participate in relevant meetings as required.
- To help to identify own personal development needs and to participate in training, other learning activities and performance development as required.
- To undertake any reasonable request from the Headteacher, SEND Leadership Team or School Business Manager.

If the post holder has a particular need, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. The School will also look to provide any necessary CPD or training to ensure fulfilment of the role.



Job Description - School SEND Administrator

Person Specification – School Administrator

Role Requirements		Essential	Desired	Evidence d by	
				Application	Interview
Experience	Experience of general clerical, administrative and financial work.	✓		✓	✓
	Working in a busy school office.		✓	✓	
Qualifications & Training	Possess good numeracy and literacy skills.	✓		✓	✓
Knowledge & Skills	Ability to manage own workload effectively.	✓		✓	
	Knowledge of the SEND Code of Practice and the EHCP annual review process		✓	✓	✓
	A first aid training qualification.		✓	✓	
	Ability to produce accurate written minutes /notes of meetings.	✓		✓	✓
	Knowledge and experience of information technology and ability to use ICT packages, including spreadsheets, data bases and word processing.	✓		✓	✓
	Working knowledge of school-based Admin School Systems– e.g. SIMS, FMS, Xero.	✓		✓	
	Possess good keyboard skills in order to produce high quality documents.	✓		✓	✓
	Accuracy and precision when preparing, maintaining and monitoring pupil records and dealing with confidentiality.	✓		✓	
Qualifications, Qualities & Abilities	Have a knowledge and awareness of the regulatory framework around education and schools.		✓	✓	
	Ability to relate well to children and adults.	✓		✓	✓
	Be able to work constructively as part of a team, understanding School roles and responsibilities and your own position within these.	✓		✓	
	Ability to identify your own training and development needs and ambition to address these needs.	✓		✓	✓
Personal Style and Behaviour	Tact and diplomacy in all interpersonal relationships with the public, pupils and colleagues at work.	✓		✓	✓
	Self-motivation and personal drive to complete tasks to the required timescales and quality standards.	✓		✓	
	The flexibility to adapt to changing workloads demands and new school challenges.	✓		✓	
	Personal commitment to ensure that services are equally accessible and appropriate to meet the diverse needs of the service users.	✓		✓	
	Personal commitment to continuous self-development.	✓		✓	✓
	Personal commitment to continuous School improvement.	✓		✓	✓
	Be willing to consent to apply for an enhanced disclosure to a DBS (Disclosure and Barring Service) check.	✓		✓	
	Support the School's Catholic ethos in all aspects of our provision.	✓		✓	
	Commitment to safeguarding the children of St John Vianney School	✓		✓	








APPLICATION PROCESS



Before applying for this position, please read this application pack in full. It contains key information about the school, Job Description and Person Specification. Please also read our Child Protection & Safeguarding Policy, which can be accessed via the following link: [Policies](#)

APPLICATION DOCUMENTS

Applicants are required to read, complete and submit **all** of the relevant documentation in the table below, returning via email to Lorna Hamilton at L.Hamilton@stjohnvianneyschool.co.uk

DOCUMENT NAME	DESCRIPTION/PROCESS	DOCUMENT
		(click on the link or double click on icon below to open document)
NOTES TO APPLICANTS	To assist in the completion of the application form and supplementary documents. To be read by all applicants before applying.	 Notes to Applicants Jan 2026.docx Notes to applicants
APPLICATION FORM	To be completed in full and submitted with initial application.	 Application Form - Support Staff 2026.c Application Form
RECRUITMENT MONITORING FORM	To help schools fulfil their duties under the Equality Act. Not obligatory. To be sent with initial application.	 Recruitment_Monit oring_Form_2026.dc Recruitment Monitoring
DISCLOSURE FORM	To ensure certain pre-employment checks are conducted in accordance with statutory requirements. Mandatory. Following a successful application, to be completed and brought to interview in a sealed envelope and handed to the Interview Panel.	 Rehabilitation_of_ Offenders_Act_1974 Disclosure Form
EQUALITY ACT, REASONABLE ADJUSTMENTS STATEMENT	To enable school to comply with their duties to make reasonable adjustments as prescribed by the Equality Act 2010. To be read by applicants prior to application.	 Equality_Act_2010_ _Reasonable_Adjust Equality Act
DISQUALIFICATION POLICY	To be read by applicants prior to application and sent in with initial application.	 Disqualification Policy 2026.docx Disqualification Policy
SREFERENCE CONSENT FORM	To enable school to take up references listed in the application form. Mandatory. To be sent with initial application.	 Consent to Obtain References Form 20: Reference Consent

St. John Vianney



School

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